



SCHOOL OF PLANNING AND ARCHITECTURE

(An "Institution of National Importance" under an Act of Parliament)
4, Block-B, Indraprastha Estate, New Delhi – 110 002

Ref.No.Fo51/SPA/DPU/2015/ID Cards

29th July, 2015

Sub: Notice inviting Quotation for Supply and Printing of Identity cards and access control cards (Proximity cards) with Tag and Card Folder for the period 2015-16 (upto 31.03.2016)-reg.

On behalf of the School of Planning and Architecture the Documentation –cum-Publication Unit of the School is pleased to invite the sealed quotations for Supply and Printing of Identity cards and access control cards (Proximity cards) with Tag and Card Folder from the experienced and reputed printers.

Quotation forms/ documents may be downloaded from the website of the School. The last date for submission of the quotation is **13.08.2015 upto 1.00 p.m.** The bidders are required to go through the Terms and Conditions before submitting their quotations/ details at Annexure-A, Annexure-B, and Annexure-C attached with the quotation forms/documents.

The School reserves the right to reject any or all the quotations without assigning any reason thereof. The School also reserves the right to award the services to one or more than one agencies. Incomplete and conditional quotations/tenders shall be rejected.

Sd/-
Lib. & Information Officer
Documentation-cum-Publication Unit

General Terms and Conditions

- a) All the correspondence regarding this quotation should be addressed to the Library & Information officer, Documentation-cum-Publication Unit, School of Planning and Architecture, 4. Block-B I.P. Estate. New Delhi- 110002.
- b) VAT as applicable may be shown separately in the quotation.
- c) The supplier should be able to supply the material within ten days from the receipt of the supply order.
- d) Quotations erased, overwritten or written in pencil will not be accepted.
- e) Kindly inspect the specimen material/format of the above said work from the office of the Documentation-cum-Publication Unit and quote your rates as per the quality of the card, weight and specification and send your consolidate rates to the Library & Information Officer, Documentation-cum-Publication Unit, School of Planning and Architecture, New Delhi.
- f) Any increase or decrease in total no. of pages will be calculated on pro-rata basis.
- g) Firm should have its own printing press and local office in Delhi.
- h) The printer will be liable for penalty as decided by the competent authority, in case of any misprinting.

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1	Due date of quotation	
2	Opening time and date of quotation	
3	Name Address of Firm/ Agency and Telephone Nos.	
4	Registration No. of the Firm/Agency, if any	
5	Name Designation Address and Telephone No. of Authorized person of Firm/Agency to deal with	
6	Please specify as to whether supplier is sole proprietor/ Partnership firm. Name of Address and Telephone No. of Directors/ Partners to be Given	
7	Service Tax Regd. No./TIN No./PAN No. if any	
8	Any other information	

This is to certify that I/We before signing this quotation have read and fully understood all the terms and conditions contained herein and undertake myself/ ourselves abide by them.

(Signature of the bidder) _____
 Name & Address: _____
 (with seal) _____

UNDERTAKING

To,

The Registrar,
School of Planning and Architecture,
4-Block-B, Indraprastha Estate,
New Delhi-110002

Sir,

- i. I/We the undersigned, certify that I/we have gone through the terms and conditions mentioned in the quotation/tender documents and undertake to comply with them.
- ii. It is further certified that the firm is acceptable and has not been blacklisted by any agency in India or abroad*.

Date:_____

Place:_____

Signature of the
tenderer_____

with seal

Name of the
Tenderer :_____

with address

Annexure-C

SCHOOL OF PLANNING AND ARCHITECTURE, NEW DELHI

Sub: Notice inviting Quotation for Supply and Printing of Identity cards and access control cards (Proximity cards) with Tag and Card Folder for the period 2015-16 (upto 31.03.2016)-reg.

S.No.	Details of the Items	Size/ specification	Rate Per Card (consolidated)
Identity card			
1.	Size	8.5 x 5.5 (cms)	
2.	Type:	ISO Standard PVC Card (edges with round corner)	
3.	Color	Multi-color	
4.	Thickness	750 Microns	
5.	Printing requirements	Both side printing with logo and Photograph on front side	
6	Quantity	As per requirement from time to time	
7.	Card folder	To carry the card (size: 8.5 x 5.5 cms)	
8.	Tag	SPA printed	
Access Control Cards (Proximity Cards)			
1.	Size:	8.5 x 5.5 (cms)	
2.	Printing	Adhesive on front side and printing on back side	
3.	Quantity	As per requirement from time to time	
4.	Thickness	750 Microns (thin)	

PS: Specimen copy & soft copy can be seen in the DPU before quoting your rates.

Date: _____

Signature_____

Place: _____

Name: _____

Address: _____

Seal of firm